

Jefferson County

Position Description

Name:

Department: Clerk of Court

Position Title: Court Clerk I **Pay Grade:** 2 **FLSA:**

Date: September, 2013 **Reports To:** Clerk of Courts

Purpose of Position

This position must be a deputy of the Clerk of Courts and the purpose of this position is to perform general reception duties; receipt incoming monies; scan documents for long-term retention; copy files; sort and distribute mail.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Perform general reception duties including,
 - addressing persons at the counter:
 - Determine what assistance the person requires
 - Receipt monies/sell packets or seek a departmental clerk
 - Receive, properly stamp documents, and direct original and copies of the document to correct section / department.
 - answer incoming phone calls
 - Determine what department the caller needs and forward the call
- Scan/attach documents to the proper case in the CCAP database
- Retrieve files and make copies
- Copy appeal records as requested
- Make “packets” and monitor supply on hand
- Pick up and distribute US mail from mailroom as necessary
- Update Law Library with incoming materials
- Collate/Fold/Insert bulk mailing projects
- Receipt payments made to the clerk of court for fines and forfeitures, filing fees, copy fees, any other fees ordered to be paid to the clerk of court – via counter, US Mail, Jail Mail etc.
- Tally Guardian *ad litem* (GAL) bills, copy, distribute and scan for archival
- Update CCAP database for Returned Undeliverable Mail (RUMS)
- Pull weekly calendar files for judges, commissioners and clerks

Perform all other duties that are requested by the Clerk of Courts or Lead Deputy Clerks that are required by law.

Other duties may be required and assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma with previous computer experience; 1-2 years general office experience with an emphasis on customer service and general bookkeeping; all with a high attention to detail or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as court calendars/schedule, various State Court administrative publications, Court notices, motions, stipulations, Court orders, judgments, satisfactions, indexes, legal dictionary, Wisconsin Statutes, computer software operating manuals, recordkeeping manual, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with defendants, witnesses, bailiffs, law enforcement personnel attorneys, Judges, collection agency personnel and Department personnel.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to perform data entry, operate telephone, photocopier, calculator.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling.
- Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Date

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Supervisor's Signature

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Date